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Myntra Recruitment 2023 – Private Jobs – Free Job Alert – Office Staff Post

Hiring organization
Myntra

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
May 16, 2023

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Valid through
31.12.2023

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

We are currently seeking a motivated and organized individual to join our team as an Office Staff member at Myntra. As an Office Staff member, you will be an integral part of our office operations, providing support to various departments and ensuring efficient functioning.

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Jobs Near Me

Responsibilities:

1. Assist with general administrative tasks, including managing emails, filing documents, and organizing office supplies
2. Coordinate and schedule meetings, appointments, and travel arrangements for employees
3. Support different departments with data entry, report generation, and maintaining records accurately

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Myntra Careers

Skills:

1. Excellent communication and interpersonal skills
2. Strong organizational and multitasking abilities
3. Proficiency in Microsoft Office Suite and basic computer skills

Important Links

Find the Link in [Apply Now](#) Button

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